

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Chief Building Official	<b>Job Family:</b> 3
<b>General Classification:</b> Management	<b>Job Grade:</b> 46

**Definition:** To plan, organize, direct and coordinate the operations and activities of the Building Division; to assume responsibility for implementing City regulations related to setting and ensuring compliance with building standards and laws applicable to plan check, permitting, inspection and zoning enforcement; to supervise and participate in plan checking and field inspection operations; to approve plans and specifications, as necessary; to develop and provide comprehensive training programs for Building staff; and to function as the Chief Building Official.

**Distinguishing Characteristics:** Receives general direction from the Community Development Director. Exercises direct and indirect supervision over technical and clerical staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of department goals, objectives, policies and procedures.
2. Manage, oversee, coordinate, review and participate in the building inspection activities associated with setting and ensuring compliance with building standards, Federal and State laws, and City zoning ordinances.
3. Direct, oversee and participate in the development of the Building Division work plan; assign work activities, projects and programs; prioritize work flow; and review and evaluate work products, methods and procedures.
4. Coordinate uniform enforcement and inspection methodologies with building inspectors; provide training on technical code-related topics and operational processes and procedures related to the City's development review process.
5. Establish and maintain liaison with appropriate government bodies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards.
6. Perform complex inspections and plan checks; oversee inspections, plan checks and decisions made by subordinates; and resolve building inspection-related problems, as necessary.

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7. Develop, interpret and enforce the appropriate application of policies, codes and operational procedures related to the public, contractors, developers and the business community.
8. Prepare complex reports, letters and correspondence.
9. Make presentations to the City Council, commissions and other groups; and explain Building Division policies to the public, developers and builders.
10. Advise the City Council, City Manager, Community Development Director and department heads and staff on building inspection-related activities.
11. Ensure that close coordination is maintained between City departments and divisions for the plan check, inspection, maintenance and compliance functions.
12. Participate in recommending the appointment of Building Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures; recommend employee terminations; and evaluate staff.
13. Prepare the building services operational budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; and administer the approved budget.
14. Review and direct resolution of public complaints and concerns.
15. Manage and coordinate the City's E-permit system.
16. Perform other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles, practices and methods associated with developing building standards, plan check, building inspection and code enforcement programs; engineering principles, concepts and procedures as applied to building inspection; pertinent local, State and Federal laws, codes and regulations; construction methods and materials; budget preparation and administration; principles of supervision, training and evaluation; and public contact and communication skills.

Ability to: Read, understand and interpret construction blueprints, plans and specifications; inspect and analyze standard building construction and to identify code violations; solve complex building inspection and code-related problems; interpret and explain division policies and procedures; prepare and administer an

operations budget; work effectively with builders, contractors and the general public; plan, organize, direct, establish and maintain cooperative relations with City staff and public and private organizations; resolve conflicts, as necessary; supervise, train and evaluate assigned staff; explain City practices and objectives to appropriate public and private agencies, organizations and individuals; prepare analytical reports of a budgetary, technical and evaluative nature; establish and maintain information systems needed for control of work quality and quantity; conduct comprehensive engineering analyses of building problems; analyze complex data and make decisions accordingly; establish and maintain effective working relationships with those contacted in the course of work; and communicate clearly and concisely, both orally and in writing.

**Experience and Training Guidelines:** Any combination of experience, education and training will qualify if it provides for the required knowledge and abilities.

- **Recommended:** Five years progressively responsible experience in plan check and building inspection duties, including one year of supervisory or management experience. Possession of a bachelor's degree from an accredited college or university with major course work in construction management, architecture, civil or structural engineering, public administration, building administration or a closely related field.

**Required Licenses or Certificates:** Possession of a valid California driver's license; ICC certification as a plan checker, building official or combination inspector is highly desirable. Possession of an architect license or registered as a professional civil or structural engineer in the State of California is desirable.

Established August 2007

Revised

CLASS SPECS

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